

Below please find instructions on downloading your data from NCDR and uploading files to the QMDC. Please note that the QMDC site now has separate options for submitting ACTION and CathPCI data and reports.

To download from NCDR:

- Log into NCDR and go to "Data"
- Go to "Upload Data Submission(CathPCI)"/"Upload Data (ACTION)"
- Towards bottom select "Optional"
- Click on Submission History. This will open Data Submission Status
- Choose the correct quarter and click "Download"
- The zip/xml file will appear at the bottom of the screen and should be in your computer Download folder

To upload to QMDC:

- Go to healthcarequality.mhcc.maryland.gov
- Login through "Provider Login" tab on bottom right of screen
- Click "Submit" on the left side of the screen
- Select "NCDR-ACTION" or "NCDR-CathPCI" as Data Type
- Under "Submission Category" select "Data" or "Report"
- Select the appropriate quarter and hospital
- Click "Choose File" to upload the xml or PDF from your computer (it is already correctly identified)
 - The file name will show up next to the "Choose File" button
- Click "Submit"
- You will receive a confirmation of submission

Please note the following QMDC technical requirements:

- 1) Data files for both ACTION and CathPCI must be in xml format.
- 2) Outcome Reports for both ACTION and CathPCI must be in PDF format.
- 3) Data files not in xml and reports not in PDF formatting will be rejected by the QMDC and the user will receive an error message.
- 4) Submissions should not include any encryption or password protection; you should either upload the xml data file or PDF report directly to the website or extract the file, re-zip, and then upload the new re-zipped folder. Any files with a password will be rejected by the system.
- 5) If you compress your files the zipped files extension must be .zip. Do not add a password to any re-zipped files.
- 7) Each zipped file should only contain one file.